

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** HRES 7490

**Course Title:** Employment Compliance for HR Management

**Course Description:** This course will introduce you to affirmative action planning and data analysis, development of equal employment opportunity programs, internal investigations and OFCC compliance audits.

**Suggested Course Prerequisite(s):** N/A

**Course Resources:** N/A

**Student Learning Outcomes:**

1. The student will receive a legislative update of recent developments and changes in general employment law.
2. The student will have greater awareness and understanding of the laws impacting employment transactions.
3. The student will have greater understanding of the regulatory compliance environment impacting employment transactions.

**Certification Notes:** This is a certificate series.

**Next course recommendation:** HR Training and Development

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by week or session:**

**Session 1:** Course Introduction Antidiscrimination laws and agency guidelines

**Session 2:** Laws affecting affirmative action and antidiscrimination

**Session 3:** Affirmative Action and Harassment Policy

**Session 4:** Internal Investigation and Compliance

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.